**Job Description**

DIRECTORATE: Education & Family Support

**DEPARTMENT:** Catering Services

**POST:** Senior Dining Room Assistant

**GRADE OF POST:** GR04

**RESPONSIBLE TO:** Catering Operational Manager

**JOB PURPOSE:**

Presentation and service of school meals, maintaining legislative requirements with regard to Health and Safety, and Food Safety and Hygiene at all times.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

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| --- |
| * Preparation for receipt of transported meals.
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| * Presentation and service of meals.
 |
| * To provide a safe, clean environment for pupils and staff.
 |
| * Comply with hygiene, Health & Safety regulations in accordance with Council policy and the quality assurance standards.
 |
| * Supervision of staff, work rota’s, training, development and assessment.
 |
| * Dining Centre administrative procedures.
 |
| * Communicate effectively with feeder kitchen, managers, Headteachers and customers.
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**GENERAL DUTIES**

**Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](http://www.bridgenders.net/healthandsafety/Documents/Corporate%20Health%20and%20Safety%20Policy%20June%202017.pdf)

**Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

**Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children’s Safeguarding Assessment Team.

**Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## criminal records check

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

# Person Specification

**Senior Dining Room Assistant**

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√).

| Attributes | **Requirements** | **Essential** | **Method of Evaluation / Testing** |
| --- | --- | --- | --- |
| Qualifications, Education & Training | * Previous experience within catering.
* Level 2 Award in Food Safety in Catering.
* Manual handling.
 | (√)(√) | Production of original qualification certificates and application form |
| **Knowledge & Experience** | * Experience of working in a catering environment.
* Committed to providing a quality service.
* High standards of customer care.
 | (√)(√) | Interview, application form and selection process.  |
| **Skills & Personal****Qualities** | * Committed to providing a quality service.
 | (√) | Interview, application form, and selection process.  |
| * High standards of customer care.
 | (√) |
| * Work as part of a team; lead by example and motivate staff in order to minimise staff turnover.
* Good social and communication skills.
* High levels of work attendance and punctuality.
* Self-motivated and flexible as working hours may change to suit the needs of the business.
 | (√)(√)(√) |
| * The ability to communicate through the medium of Welsh.
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